

General Meeting on 26-28 October 2023

Elections to the ILGA-Europe Executive Board

What is the role of the ILGA-Europe Executive Board?

Whether you are interested in running for the Executive Board or your organisation is considering nominating a candidate, we strongly recommend you first read the 'Guidance for nominations to the ILGA-Europe Executive Board' (Annex 3).

This document outlines the relevant skills and experience for Board members as well as the different roles and responsibilities within the Board and its Sub-committees.

Do you want to run as a candidate?

Eligibility criteria

The candidate must come from a Full Member organisation. Their organisation must have paid their membership fees for 2021, 2022 and 2023, according to article C4.6 of the ILGA World Constitution.

A candidate must be nominated, either by their organisation or another Full Member organisation, following the eligibility criteria and procedure outlined below.

Procedure & Deadline

Candidates must complete the 'Candidate Form' (Annex 1) and send it by e-mail to chairingpool@ilga-europe.org before **Wednesday 13 September 2023 (23:59 CEST)**.

The candidate forms will be checked by the Charing Pool to ensure that they have completed it correctly and that the number of words used has not been exceeded (e.g. no more than 250 words).

The candidate forms will be sent to all member organisations together with the 3rd governance mailing on 4 October 2023.

Does your organisation want to nominate one or more candidates?

Eligibility criteria

The nominating Full Member organisation must have paid their membership fees for 2021, 2022 and 2023, according to article C4.6 of the ILGA World Constitution.

Any Full Member organisation can nominate a maximum of 10 individuals.



Procedure & Deadline

A legal representative from your organisation must complete and sign the 'Nomination Form' (Annex 2), and send it by e-mail to chairingpool@ilga-europe.org before **Wednesday 13 September 2023 (23:59 CEST)**.

If your organisation wants to nominate more than one candidate, you must submit **one nomination form for each candidate**.

The nomination forms will be sent to all member organisations together with the 3rd governance mailing on 4 October 2023.

ANNEX 1

Candidate Form ILGA-Europe Executive Board

Deadline: Wednesday 13 September 2023 (23:59 CEST)

ILGA-Europe is administrated by a collegial management body, referred as the “Executive Board”. The Executive Board is usually composed of ten (10) representatives of the Full Members, of whom at least four (4) shall be members who identify as women, elected by the General Meeting of the European and Central Asian Region for a period of two (2) years. The minimum number of the Executive Board members shall be three (3).

Unless specifically decided otherwise by the General Meeting, the term of office of the Executive Board members starts at the end of the General Meeting at which they are elected and ends at the fourth ordinary General Meeting after their election. Each Executive Board member is eligible for re-election.

Further provisions regarding candidatures, selecting candidatures and election for an Executive Board position as well as the filling of Executive Board vacancies are specified in the Standing Orders.

Details of the role of Executive Board members and relevant skills and experience are outlined in the document “Guidance for nominations”.



Personal information:

Name:

Member Organisation:

Country:

Contact e-mail:

Gender Identity:

Please specify how you wish your gender identity to be described on your nomination form which will be distributed to members (e.g. female, male, do not identify as male or female, etc.).

Please note that answering this question is mandatory due to the number of minimum seats reserved on the ILGA-Europe board on the basis of gender.

Statement of Purpose:

Please submit a brief statement elaborating your reason for running for the ILGA-Europe Executive Board (No more than 200 words).

Biographical Statement:

Please submit a short personal and or professional biography (No more than 250 words).

Statement of Understanding:

Describe your understanding of the Executive Board role (No more than 150 words).

Relevant Experience within the Profession:

List your past or current roles and responsibilities you think are relevant to the position, starting with the most recent (No more than 150 words).

Key Qualities and Strengths:

Describe the qualities and strengths (knowledge and skills) that you would bring to the Executive Board, including languages, financial management, funding, governance, etc. (No more than 250 words).

Details of the relevant skills are outlined in the document "Guidance for nominations to the ILGA-Europe Executive Board" (Annex 3).



Previous ILGA-Europe Executive Board members

What have you contributed to the ILGA-Europe Executive Board during your mandate? (No more than 200 words)

Please send the completed form by e-mail to chairingpool@ilga-europe.org

Deadline: Wednesday 13 September 2023 (23:59 CEST)



ANNEX 2

**Nomination Form
ILGA-Europe Executive Board**

The form has to be **filled in and signed by a legal representative of the Full Member organisation** submitting the nomination or by a person delegated officially to this task by the member organisation.

Name of the candidate being nominated:	Member organisation the candidate is from:
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Name of the Full Member organisation submitting the above nomination:

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Name of the person completing and signing this form:

Position in the organisation:

Email:

Telephone:

Signature

Date:.....

**Please send the completed form by e-mail to chairingpool@ilga-europe.org
Deadline: Wednesday 13 September 2023 (23:59 CEST)**

ANNEX 3

Guidance for nominations to the ILGA-Europe Executive Board

1) CALL FOR NOMINATIONS!

One of the major advantages of being a Full Member organisation is that you effectively have a chance to choose and influence the leadership of ILGA-Europe. Voting takes place at the General Meeting (GM) itself, but nominations for members for the future Executive Board take place before the GM. Therefore, member organisations are asked the following question:

Do you know good candidates for the ILGA-Europe Executive Board?

2) WHO ARE WE LOOKING FOR?

We are looking for candidates who can add useful skills and experience to the board and are interested in the key areas of work of ILGA-Europe.

Useful skills and experience for board members:

- Languages other than English which is the working language of ILGA-Europe
- Risk management skills
- Legal and financial skills
- Crisis management skills
- Strategic vision and overview
- Policy development skills
- Financial skills
- Staff / HR / skills
- Fundraising skills
- Governance skills
- Communication skills

Serving in an international capacity is an exciting and challenging opportunity. Therefore, if interested in standing for election for the Executive Board, a potential candidate should ask themselves:

- Are you willing to commit to work for the whole duration of the mandate?
- Are you a good team player and willing to work in a (international) team?
- Are you able and willing to manage your time to carry out board business efficiently?
- Are you able / willing to work on governance issues, including developing and monitoring of organisational policies?
- Are you able to distinguish between different roles and work with stakeholders at different levels?
- Do you have experience in representing an organisation in public?
- Do you have good communication skills and are able to communicate within diverse environments – e.g. in relation to member organisations, staff, other board members and media?

Responsibilities of board members:

- Board members customarily serve for two years and are expected to attend Executive Board meetings, monthly calls and ILGA-Europe conferences
- Board members are expected to participate in e-mail discussions of board matters
- Board members are expected to represent the organisation in public
- Board members are expected to be part of one or more Sub-Committees and working group:
 - Employment Sub-Committee
 - Ensuring the implementation of good employment practices by regularly reviewing structures, procedures and practice with the Executive Director
 - Assisting the Executive Director with decision making in relation to personnel issues as they arise and make recommendations to the board
 - Ensuring that the decisions in relation to staff issues are made within the parameters of the financial constraints
 - Regularly reports to the board
 - Members of the committee might be involved in the recruiting of new staff members
 - Finance Sub-Committee
 - General financial oversight
 - Funding, fundraising and expenditures
 - Financial planning and budgeting
 - Regularly reports to the board
 - Governance Sub-Committee
 - Designing and implementing the governance framework for the organisation
 - Updating the governance manual
 - Preparing each General Meeting
 - Regularly reports to the board
 - Diversity Working Group
 - Constantly reviewing and monitoring the diversity policies and practices of the organisation
 - Regularly reports to the board

Responsibilities of Co-chairs

- Providing leadership to the board
- Line-managing the Executive Director
- Taking responsibility for the board's functioning
- Ensuring proper information for the board
- Planning and conducting board meetings effectively
- Getting all board members involved in the board's work
- Ensuring the board focuses on its key tasks
- Engaging the board in assessing and improving its performance
- Overseeing general strategies of organisation
- Representation of organisation with stakeholders together with the Executive Director
- Being members of the Employment and Finance Sub-Committees

Responsibilities of Co-secretaries

- Communication among board members, staff, Executive Director and members
- Scheduling, noticing and preparation of materials (in between and during board meetings)
- Minutes of meetings (preparation and distribution)
- Corporate records (maintenance)
- Leading on the work of the Governance Sub-Committee

Responsibilities of Treasurer:

- Leading on the work of the Finance Sub-Committee
- Overseeing financial management
- Supporting the Finance Director

Key areas of work of ILGA-Europe board members:

In order to efficiently support ILGA-Europe staff, fulfil obligations to its members, partners and supporters the work of ILGA-Europe board members mainly focuses on the following:

- Interact with the membership on a regular basis and in an impartial way
- Strategic planning and overseeing its implementation
- Formulating needed policies
- Approve and monitor the organisation's programmes and services
- Ensure adequate financial resources - in conjunction with the Executive Director and the Finance and Administration Manager
- Understand and respect the relationship between board and staff
- Act as a responsible employer
- Enhance the organisation's public image
- Carefully induct new board members
- Carry out board business efficiently